



# USAID | PHILIPPINES

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72049221R10013

**ISSUANCE DATE:** July 14, 2021

**CLOSING DATE/TIME:** July 28, 2021, 11:59PM PH time

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC – Philippines Local Compensation Plan)**

Dear Prospective Offerors:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

*Thomas G. Bayer*

Thomas G. Bayer  
**Contracting Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72049221R10013
- 2. ISSUANCE DATE:** 14 July 2021
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 28 July 2021  
11:59PM Philippine time
- 4. POINT OF CONTACT:** Executive Office/Human Resources Division,  
USAID/Philippines, e-mail at aidmnlhr@usaid.gov
- 5. POSITION TITLE:** USAID Project Management Specialist (Economic Growth), FSN-11
- 6. MARKET VALUE:** PHP 1,547,209.00 to PHP 2,398,167.00 basic salary equivalent to **FSN-11** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of the Philippines. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and contractor's performance. The initial CCNPSC contract will be for five years, with the possibility of renewing. The renewal may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and USG, continued USAID/Philippines (Mission) requirements and the continued availability of funds. The probationary period is twelve months.
- 8. PLACE OF PERFORMANCE:** Manila, Philippines, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating country national (CCN) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

Open to all interested individuals who are Filipino citizens or non-Filipino citizens lawfully admitted for permanent residence in the Philippines, and who also have the required work permits. USAID does not sponsor work permits nor reimburse travel/transportation of household effects to/within the Philippines for purposes of this application.

- 10. SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification

**11. STATEMENT OF DUTIES****BASIC FUNCTION OF POSITION**

The USAID Project Management Specialist (Economic Growth) is located in the Office of

Economic Development and Governance (OEDG), USAID/Philippines, Pacific Islands and Mongolia. The Specialist reports to the General Development Officer, Economic Growth Team Lead. S/He is the principal Locally Employed Staff (LES) advisor on economic growth for the Pacific and Mongolia portfolio, with responsibility for designing, managing, and evaluating assistance in support of the Mission's Pacific and Mongolia Development Cooperation Framework.

The Specialist serves as the LES Economic Growth Specialist. S/He has expert knowledge on issues such as economic development, tax administration, public expenditure management, access to finance, trade and investment, digital technology and e-commerce. Competitiveness related activities include investment-related policies, cost of doing business, competition, and other microeconomic and regulatory issues. Specifically, the incumbent takes the lead in providing research and analytical expertise in support of policy planning efforts, shaping overall strategic and program planning. The incumbent is responsible for bringing evidence, analysis, and critical thinking to bear on economic growth issues that informs the design, development, selection, implementation, and evaluation of projects undertaken by the office. S/He takes the lead in formulating and implementing studies and projects that will guide programming decisions including contracts, grants, and cooperative agreements in the areas of economic growth, governance, and policy reform. S/He also takes the lead in generating and disseminating evidence-based research and evaluation that will guide Mission program and policy decisions.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **1. Program Analysis, Development and Evaluation (50%)**

Functions as the senior LES Project Management Specialist responsible for providing guidance for the design, development, implementation and evaluation of analytical work on economic growth and policy reform areas where the incumbent's professional expertise is needed. Conducts analyses of factors and constraints affecting the proposals, prepares summary of findings and conclusions, assesses their consistency with current program approaches, and designs activities to achieve desired results. Responsible for providing technical advice on important policy or programmatic decisions in support of the Pacific Islands and Mongolia portfolio. Responsible for liaising with USAID field staff and Philippines technical offices as needed. Takes the lead in determining the need for additional program research and development and in reviewing research and studies for relevance and usefulness of conclusions. Takes the lead in designing statement of work and request for proposals (RFP) for research and evaluation projects; organizes expertise around particular subject matters; organizes review and evaluation teams; and allocates funds to activities undertaken by the office in accordance with program budget and in consultation with the team. Specific activities include, but are not limited to:

- a) Serves as a senior LES advisor to the Supervisory General Development Officer (S/GDO) for the Pacific Islands and Mongolia, to the Front Office, and the field staff on matters relating to economic development and growth;

- b) Organizes and leads policy studies related to economic growth and prepares concept papers and other program documents covering background, objectives, strategies and methodologies, needed inputs and performance indicators, quantitative analysis, and technical justification for new programs and activities, and for changes in on-going activities.
- c) Evaluates the effect of new and proposed host-country legislation, political and economic developments, personnel changes, and similar events bearing on economic growth and recommends appropriate responses to the S/GDO for Pacific Islands and Mongolia and to the field offices.
- d) Engages with counterparts from the relevant government, senior representatives of the private sector, local government officials, counterparts in the donor community, and the economic staff of the different U.S. Embassies, regarding the design, development, and implementation of economic growth activities.

## **2. Project Management (30%)**

The Specialist is responsible for the overall administration and management of projects directly related to economic growth and policy reform. The incumbent provides technical oversight to economic growth activities. Prepares all required documentation and reports regarding all steps of activity approval funding, implementation, and evaluation of activities. Maintains close contact and coordinates with grantees and contractors, USAID and U.S. Embassy, other bilateral and multilateral donors, counterparts in the host governments, and other private stakeholders. Specific responsibilities include, but are not limited to:

- a) Handles activity management and implementation matters including, but not limited to all technical, financial, legal and administrative issues, and provides guidance to contractor and grantee organizations, serving as Contracting/Agreement Officer's Representative for one or more instruments;
- b) Maintains regular liaison and effective relationships at the highest level of the various national government agencies, regional organizations, private sector leaders, and local government executives, as well as with senior-level colleagues in other United States Government (USG) agencies and with international donors;
- c) Plans, supervises, and coordinates public events, such as training, seminars, and workshops, and other events for Mission management and U.S. Embassy representatives. This includes identifying cost-effective venues, selecting of participants, providing logistical support, ensuring quality presentations and materials, presiding over public discussions, and making such presentations as necessary;
- d) Engages in varied public information activities so as to maintain and enhance the momentum of the economic growth program. This involves providing information through public addresses, on USAID economic growth activities and objectives, briefing USG and host government VIPs and new USAID staff members;
- e) Represents the Mission in national, regional, and local fora pertaining to USAID's economic growth program, and in various other settings such as meetings/conferences organized by institutions/organizations considering policies that shape economic development directions, relationships and cooperation with the host governments and other donors; and

- f) Facilitates synergistic relationships and activities among the field offices and with other technical and support offices of the Mission.

### **3. Duties Related to Pacific Islands and Mongolia activities (20%)**

The Specialist is responsible for the preparation, maintenance, and updating of required documents, reports and briefing materials covering economic growth activities in the Pacific Islands and Mongolia Development Cooperation Framework. These responsibilities include:

- a) Tracking and updating of indicators;
- b) Preparation of required documents, reports and presentation materials for the Annual Report and Program Implementation Review;
- c) Consolidation of required data/information, preparation, maintenance, and updating of the office's financial plan, obligation plan, and procurement plan;
- d) Preparation of actions in the USAID Global Acquisition and Assistance Systems (GLAAS), budgets and pre-obligation requirements for Economic Growth activities; and
- e) Preparation and updating of economic growth-related briefing materials.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

**SUPERVISORY RELATIONSHIP:** Under the direct supervision of the General Development Officer, Economic Growth Team Lead in the Office of Economic Development and Governance. The incumbent performs assigned duties independently where procedures and guidelines have been established. Completed assignments are reviewed for soundness, completeness, and conformity with policies and procedures.

**SUPERVISORY CONTROLS:** Supervision of other USAID Mission staff is not contemplated.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

To be considered for this position, offerors must meet the following minimum qualifications:

- a. **Education** – Bachelor's degree in economics or a field related to development assistance such as public administration, public policy, political economy, and other related fields from a recognized university. **Note: Additional education may NOT be substituted for experience.**
- b. **Prior Work Experience** – Minimum of five (5) years of progressively responsible experience in economic development, tax administration, public expenditure management, access to finance, and business enabling issues and technology such as digital connectivity.

Experience should include research and analysis, policy analysis, and interpretation of data and the presentation of findings in written and oral form. At least three years of related work in USAID, other donor agencies, host government organizations, research think-tanks and/or other private sector institutions. **Note: Additional experience may NOT be substituted for education.**

c. **Language Proficiency/Communication Skills** – Level IV (fluent) reading and speaking of English is required. Level IV (fluent) in Tagalog also required. With this level of communication skills, the Specialist is expected to: prepare regular and ad hoc reports, project documentation, and briefing papers, develop and deliver professional quality reports and presentations, and possess the ability to translate, on occasion, when the Specialist may need to act as an interpreter.

d. **Job Knowledge** – A thorough knowledge of the: (1) concepts, principles, techniques, and practices of the assigned professional field of specialization; (2) host country's economic, political, social and cultural characteristics and of the history of the development assistance activities in the host country; and (3) host country's development prospects, priorities, and resources in the assigned field of specialization. This position requires a thorough knowledge, or the potential to acquire such knowledge, of U.S. Government legislation relating to development assistance; USAID programming and policies, regulations, procedures, and documentation; and the objectives, methodology, and status of the programs and projects to which assigned.

e. **Skills and Abilities** – Ability to establish and maintain an extensive range of contacts with high-level officials of multiple host governments and regional institutions, and with influential persons in civil society, the Private Voluntary Organization/private sector communities, and international donors across the entire region is required in order to represent and advance USAID development priorities in the region, and to advocate for resources and support with senior officials across the U.S. Government. The ability to identify significant economic, political and social trends in over a dozen partner countries and assess their importance and impact on USAID development assistance objectives and programs throughout the region is required. The ability to obtain, analyze, and evaluate a variety of data and to organize and present it in meaningful terms to others is required. The ability to draft factual and interpretive reports covering complex subject matter is required. The ability to provide information and advice with detachment and objectivity is required. The ability to orient, train, and supervise lower level FSN personnel, when appropriate, is required.

The incumbent must possess a very high degree of maturity and flexibility, very strong interpersonal, teamwork, and communications skills.

### **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR](#)

15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

USAID expects to award a personal services contract for the period of performance commencing as early as practically possible subject to security and medical clearances and funds availability.

Offerors will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

#### **Rating System**

1. Education (20% points)
2. Prior Work Experience (40% points)
3. Language Proficiency / Communication Skills (10% points)
4. Job Knowledge (15% points)
5. Skills and Abilities (15% points)

#### **IV. SUBMITTING AN OFFER**

1. Offers must be received on or before **28 July 2021, 11:59PM Philippine time** and submitted at [aidmnlhr@usaid.gov](mailto:aidmnlhr@usaid.gov) with subject line indicating the solicitation number - **72049221R10013**.
2. Qualified applicants are required to submit the following:
  - a. **Cover letter/Letter of Interest:** The cover letter should contain an overview of the offeror's qualifications and must state how the applicant meets the minimum education and prior work experience qualifications as stated in Section II of this solicitation.

- b. **Current resumé/curriculum vitae (CV):** The CV/resumé must contain sufficient relevant information to evaluate the offer in accordance with the stated evaluation criteria. Please indicate period of employment for each job in this format: MMMM dd, yyyy (e.g., July 01, 2015 to December 31, 2020).
  - c. **References:** Minimum of three (3) references with name, occupation, and contact information (email address and mobile number). The references may be current or previous supervisors or work colleagues who can respond to reference check/s on the applicant's professional expertise and work ethic. The Contracting Officer or the Technical Evaluation Committee may also reach out to other references not provided by the applicant.
  - d. **Transcript of records (TOR):** The TOR should reflect the date of graduation.
3. To ensure consideration of offers for the intended position, offerors are to prominently reference the solicitation number (**72049221R10013**) in the offer submission.

*By submitting your offer materials, you certify that all of the information on and attached to the offer is true, correct, complete and made in good faith. You agree to allow all information on and attached to the offer to be investigated.*

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (CO) informs the successful offeror about being selected for a contract award, the CO will provide the successful offeror instructions about how to complete and submit the forms needed to obtain medical and security/facility access.

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

## **VI. BENEFITS AND ALLOWANCES**

The Local Compensation Plan (LCP) is the basis for all compensation payments to locally employed staff /CCNPSCs. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

### **BENEFITS:**

- a. Miscellaneous Benefit Allowance
- b. Mid-year bonus
- c. Year-end bonus
- d. Paid leaves (annual and sick leave) – leave earning starts after six months of employment
- e. membership to Philippine Social Security System, PhilHealth and Home Development Mutual Fund (Pag-IBIG)



- f. Health plan
- g. Group life insurance plan
- h. Supplemental Retirement Plan – eligibility starts after 5 years of continuous employment with the United States Government

Additional information may be provided to the selected offeror at time of salary offer.

## **VII. TAXES**

CCNPSCs are responsible for paying local income taxes.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.  
Pricing by line item is to be determined upon contract award as described below:

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ TBD	\$ TBD upon award after negotiations with successful Contractor
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ TBD	\$ TBD upon award after negotiations with successful Contractor

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).